



**CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
HEADQUARTERS GROUP VII, OHIO WING
PSC BOX 10367, WRIGHT-PATTERSON AFB, OH 45433-5361**


4 November 2000

MEMORANDUM FOR ALL GROUP VII PERSONNEL

FROM: CC

SUBJECT: Internet and E-Mail Policy (CC-019)

1. The Internet and e-mail is an efficient, fast, and inexpensive way of communicating. It will be the policy of Group VII to utilize the Internet and e-mail as the primary means of communicating and getting information out to the units and members.
2. Signed hardcopy memorandums will be published when policy and direction must be given. All other information and announcements will be sent to the field through e-mail. Information will also be posted on the Group VII web site. Units are encouraged to maintain web sites whenever possible and keep them updated.
3. Unit commanders are responsible for getting information to unit members. All e-mail to the units will be sent to the unit commander. It is imperative that unit commanders notify the group commander whenever there is a change in his or her e-mail address. Unit commanders who do not have e-mail capability will appoint someone in their unit who does and will forward the name and e-mail address to the group commander. This individual will be responsible for ensuring information gets to the unit commander. Group staff members are also responsible for keeping e-mail addresses current and notifying the group commander of any changes.
4. All e-mail addresses will be used for official CAP purposes only and will not be given out or posted to the Group VII web page without the member's consent. E-mail addresses and changes should be sent to GpVII@aol.com.


MICHAEL K. HOOD, Lt Col, CAP
Commander